

**UNIVERSITY OF SUSSEX CLAIM FOR AD-HOC/CASUAL HOURS**



AD-HOC CLAIM FORM FOR SUBSTANTIVE POST HOLDERS							
<p><b>Usage of this form.</b> This form should be used for any ad-hoc or "casual" claim which is to be paid alongside the salary of a substantive member of staff. Workers who do not hold employment at the University must be engaged via Reed Talent Solutions.</p>							
<b>INFORMATION &amp; INSTRUCTIONS</b>							
Completed forms should be returned by email, and by the authorising manager, to the relevant payroll inbox							
Payment will only be made for work already done. Forms must not be submitted in advance of work having been completed							
All forms must be submitted to Payroll by the manager who is authorised to sign off claims against the budget code used							
Forms must not be submitted to payroll twice							
<p align="center"><b>Payroll cut off</b> dates can be found on the University website  <a href="https://www.sussex.ac.uk/humanresources/payrollandpensions/payrolldocumentsandforms">https://www.sussex.ac.uk/humanresources/payrollandpensions/payrolldocumentsandforms</a></p>							
<p><b>All employing Units should ensure that they comply with the Immigration, Asylum &amp; Nationality Act 2006.</b> Human Resources will hold right to work checks, however Managers should be aware of visa restrictions. Contact the Human Resources Compliance Team for further information and guidance. <a href="mailto:internationalHR@sussex.ac.uk">internationalHR@sussex.ac.uk</a></p>							
<p><b>By completing this form the Worker declares that they have agreed to the relevant terms and conditions</b> of their engagement and that any concerns have been raised with and addressed by the engaging manager</p>							
<p align="center"><b>Payments</b> will be made by BACS alongside the Employees normal salary</p>							
<p><b>Please note that the Payroll Office cannot provide advice on personal tax issues.</b> For all tax queries please contact HMRC on 0300 200 3300. Basic rate tax will be deducted until your tax code has been confirmed</p>							
<p align="center"><b>Privacy Notice</b> <a href="https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy">https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy</a></p>							
<b>PAYROLL DEDUCTIONS</b>							
Normal payroll deductions will apply to all casual claims, and deductions for Tax and National Insurance will be made in line with the appropriate thresholds							
Payments made for casual work undertaken outside of the Employees normal T&C's are not pensionable							
<b>ALL FIELDS IN THIS SECTION ARE MANDATORY</b>							
<b>EMPLOYEE DETAILS</b>							
STAFF NUMBER				PAYROLL NUMBER			
EMPLOYEE NAME							
POST TITLE							
SUSSEX EMAIL ADDRESS			DATE OF BIRTH				
<b>CASUAL WORK CLAIM DETAILS</b>							
SCHOOL / DEPT			WORKING LOCATION				
DATE WORKED (DD/MM/YYYY) *	NATURE OF WORK *			HOURLY RATE	HOURS WORKED	SUB TOTALS *	
					TOTAL		
<b>EXPENSE CLAIM DETAILS (please attach evidence of claim e.g. receipts)</b>							
DATE OF CLAIM (DD/MM/YYYY)	NATURE OF CLAIM			UNITS	RATE	SUB TOTAL	
					TOTAL		
<b>ACCOUNT CODES TO BE CHARGED</b>							
ACCOUNT		SUB-PROJECT		COSTING SPLIT		% or hours	AUTHORISED BY
ACCOUNT		SUB-PROJECT		COSTING SPLIT		% or hours	
I confirm I have checked and approved the details of this claim and I also confirm that this work has been carried out							
SUPERVISOR NAME					EXT.		
POSITION HELD					DATE		

Authorised forms must be sent by the signatory to the relevant School/PS Payroll inbox